<Name of Project> Change Request   **CR #:**
Prepared By: Date Submitted:

Title
Enter a brief, descriptive name for this change request.

Priority
Use a one or two word description of the change request priority (e.g., Top, High, Medium or Low).

Change Request Details

Description
Describe the change being requested. Include a description of impacts to existing objectives and deliverables as well as any new objectives and deliverables.

Justification
Provide a business case for the change being requested.

Impact if not implemented
Describe the impact if the requested change is not implemented as requested. Discuss any issues of timing of implementation.

Change Request Impact Analysis

Scope & Requirements
Describe the impacts on project requirements including whether this is in or out of scope of the project as required.

Project Risk
Describe risks associated with this change or overall impacts of change on project risks.

Schedule
Describe potential impacts of change on project schedule. Include description of proposed implementation schedule associated with this change.

Budget
Include information about impacts on project budget. Provide specific details on costs associated with the change.

Project Management
Describe any impacts to the project management plan or project organization.

Alternatives

Describe alternatives to the proposed change.

Recommendation

Include a recommendation of proposed action based on recommended change and impacts.

Resolution Description

Include information about what is to happen with this change request (e.g., approved, denied, on hold, etc.), the date this decision was made, who was involved in the decision and the rationale for the decision.

Request Implementation Activities

Describe specific follow-on activities required by the resolution, assigned resource, timeline and other details.   Include references to modifications to the project schedule and project or project management deliverables as appropriate.